



You are invited to be part of the 4th Annual **Steubenville Nutcracker Village and Advent Market** to be held in Fort Steuben Park in downtown Steubenville, Ohio.

This special holiday attraction and market, inspired by European Christmas traditions, offers both familiar and unique items for sale in the beautifully lit and decorated park, amidst over 150 six-foot tall nutcrackers, each individually designed and painted. The Nutcracker Village will be on display from Nov. 20 to Jan. 5.

On the weekends before and after Christmas, local artisans and vendors will have the opportunity to sell merchandise such as children's toys, Christmas ornaments and hand-crafted gifts as well as traditional foods in the Advent Market. Live entertainment, hayrides, Holly Trolley rides and a visit to the Christmas Wonderland in the Fort Steuben Visitor Center make it a wonder-filled family tradition.

This year the market will be juried and held on nineteen dates, with the option to be open mid-week as well. Last year, we drew thousands of people to the downtown, people who were incredibly exuberant about the project. With your participation, we hope to make the event a success again.

Please consider being a vendor and helping visitors to *experience the magic* of ***the Steubenville Nutcracker Village!***

Sincerely,

Jerry Barilla & Judy Bratten
Old Fort Steuben Project, Inc

Mark Nelson
Nelson's of Steubenville

The Steubenville Nutcracker Village and Advent Market is produced by the Old Fort Steuben Project, Inc. in collaboration with Nelson's of Steubenville. All donations to the Old Fort Steuben Project are tax deductible.
120 S. 3rd Street, Steubenville OH 43952 740-283-1787
info@oldfortsteuben.com

2018 STEUBENVILLE

Nutcracker Village & Advent Market

This will be a juried market: all entries will be judged for quality, uniqueness and price range in order to qualify to sell at the market. Applications must be submitted by **September 1** and applicants will be notified of their acceptance by **September 21**. The sooner your application is submitted, the better chance for acceptance. Although applicants may choose the dates they wish to participate, the Market Committee reserves the right to refuse or change the dates.

Vendor Regulations Check List

Fees

Chalet booths will be provided by the Advent Market; tents may be permitted upon request
APPLICATION..... \$20 DEPOSIT.....\$75 ONE BOOTH PER DAY.....\$50 or
SPECIAL FEE FOR ENTIRE 3-DAY WEEKEND (with option to be open mid-week)\$125
SPECIAL REDUCED FEE FOR ENTIRE SEASON (19 DATES with option to be open mid-week)\$600

Application fee (non-refundable) and deposit are to be submitted with application form. Deposit will be returned if application is not accepted. Booth fee due upon acceptance of application.

Booth Requirements:

- The interior back wall of the booth must be covered with merchandise or decoration. The booths will have Christmas lights on them but we encourage you to put up more decorations to make your booth look festive. NOTE: All booths can be closed and locked when not in use
- You must supply tables, chairs, displays or other things you need to sell your wares
- A power strip will be provided in the booth, but you will need to provide your own additional extension cords
- Participants are encouraged to dress for the weather; heating in booths must be approved by the Market Committee before set-up; it is recommended to use small propane heaters available at M&M Hardware, Lowe's or other stores (no electric heaters permitted)

Event Setup/Assignments/Trash/Teardown:

- Participants must set up their booths in a manner that can withstand winds, rain and other problem weather and must be prepared to stay unless notified by the Market Committee
- Setup can begin no later than 2 hours before opening
- It's mandatory for all Participants to unload, remove your vehicle/trailer from site and then set up.*** Setting up displays while unloading slows down traffic in the unloading area and causes unnecessary congestion.
- Participants arriving less than an hour before opening will be turned away without a refund.*
- Make sure you have enough products to sell throughout the event as well as change. No early tear down on any day of the event is acceptable unless authorized by the Market Committee.

- All participants are responsible for ensuring their booth, equipment, displays, are presented and stored in a manner safe for all patrons to avoid risk of injury or accidents.
- All participants are expected to present themselves and their booths with a clean, attractive and favorable appearance.
- Your displays, merchandise and other items must stay within the margins of the booth space.
- No booths are to be closed until the end of each day's event.
- No alcohol is permitted** on the grounds of Fort Steuben Park or in the Visitor Center.
- Each participant is responsible for removing any trash/debris in and around your booth area throughout the event. ***Please bring your own trash containers/bags.*** Trash and debris must be removed from your booth/area at the end of each day and deposited in the dumpster which will be located behind the Visitor Center. Do not fill up the public trash receptacles with your trash or debris. Refusal to follow these rules risks losing your \$75 deposit.

Other recommendations:

- Christmas/holiday themed items are suggested but **NO NUTCRACKER THEMED PRODUCTS** are to be sold
- It is strongly recommended that each participant have sufficient insurance
- Each vendor is responsible for your own bookkeeping, sales tax collections and payments
- Those selling packaged foods must have every item properly labeled as to contents

Security:

Overnight Security will be provided. You must cover your products and lock your booth when you leave the event site if you are returning the next day. The Old Fort Steuben Project will not be responsible for stolen, damaged or missing merchandise.

Parking:

Vendors may park behind the Visitor Center after setup. Each vendor will be given **one** parking permit. Additional vehicles must park in one of the public lots off site.

Conduct:

Participants shall conduct themselves in a manner that is courteous to other participants, event staff, event volunteers and public. Behavior which is criminal, threatening, abusive or harassing shall cause the vendor to be expelled immediately from the event.

Participants shall not be allowed radios or the playing of loud music to attract attention. No hawking by participants is allowed.

The term "Steubenville Nutcracker Village" is limited to exclusive use by the Old Fort Steuben Project and Nelson's of Steubenville.

ANY VIOLATIONS OF THE ABOVE REGULATIONS RISK LOSS OF DEPOSIT AND DENIAL OF ENTRY FOR FUTURE EVENTS.

KEEP THESE PAGES FOR YOUR RECORDS – SEND IN VENDOR APPLICATION FORM

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Nutcracker Village & Advent Market

VENDOR APPLICATION FORM p.1

A copy of this form and the required photos and checks must be postmarked no later than September 1, 2018. It is recommended that you keep a copy for your own records. Please write legibly!

BUSINESS NAME _____

CONTACT PERSON _____

DESCRIBE YOUR CRAFT/ART WORK IN 10 WORDS OR LESS _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ MOBILE _____

EMAIL _____ WEBSITE _____

SELECT CATEGORY (FOR JURYING):

___ WOOD ___ METAL ___ POTTERY ___ FIBER/TEXTILES ___ FINE ARTS

___ JEWELRY ___ LEATHER ___ GLASS ___ PACKAGED FOOD (DESCRIBE) _____

OTHER (DESCRIBE) _____

DATES WHEN YOU WOULD LIKE TO PARTICIPATE (\$50/DAY):

Nov. 20 ___ (3-8pm) Nov. 23 ___ (3-8pm) Nov. 24 ___ (3-8pm) Nov. 25 ___ (1-6pm)

STEUBENVILLE LIGHTS UP!

Nov. 30 ___ (3-8pm) Dec. 1 ___ (3-8pm) Dec. 2 ___ (1-6pm)

Dec. 7 ___ (3-8pm) **Parade**, Dec. 8 ___ (12-8pm) Dec. 9 ___ (1-6pm)

Dec. 14 ___ (3-8pm) Dec. 15 ___ (3-8pm) Dec. 16 ___ (1-6pm)

Dec. 21 ___ (3-8pm) Dec. 22 ___ (3-8pm) Dec. 23 ___ (1-6pm)

Dec. 28 ___ (3-8pm) Dec. 29 ___ (3-8pm) Dec. 30 ___ (1-6pm)

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Artisan Application p. 2

PLEASE SEND **TWO** DIGITAL PHOTOS OF EXAMPLES OF YOUR WORK SHOWING QUALITY AND PRICE RANGE TO BE EMAILED TO judy@oldfortsteuben.com.

PHOTO 1: DESCRIPTION AND PRICE _____

PHOTO 2: DESCRIPTION AND PRICE _____

CHECKLIST:

Two separate checks

____ \$20 Application fee

____ \$75 Deposit

____ Two digital images, each marked with name, description and numbered

____ Completed & signed application

Please make checks payable to **Old Fort Steuben Project** with either Advent application fee or Advent deposit in the memo line. Mail to:

Old Fort Steuben Project
120 S. 3rd Street
Steubenville OH 43952

All participants are to submit the application with two separate checks: for application fee (non-refundable) and deposit. Deposits will be returned within 30 days after the close of the event. If the event is canceled due to disaster, public health threat, government recommendation or emergency, this agreement may be canceled by the Old Fort Steuben Project on written notice to all registered participants without further liability on either party; all deposits would be returned within 30 days of notice.

Agreement: I agree to terms and conditions stated in application instructions and further agree to hold harmless the Old Fort Steuben Project, Inc., staff and volunteers from any claims or damages that may occur during this event. I further certify that I will exhibit and sell only my own original work as listed on this application.

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY:

_____ POSTMARK DATE
_____ \$20 APP. FEE (& CK #)
_____ \$75 DEPOSIT (& CK #)
_____ BOOTH FEE & DATE

_____ PHOTOS SENT
_____ APPROVED & DATE
_____ DENIAL & REFUND DATE
_____ DEPOSIT REFUND DATE